



September 13, 2006

TO: Transportation Authority of Marin Executive Committee

FROM: Dianne Steinhauser, Executive Director

RE: On-call Consultant Services for Project Management and Engineering Services
Request for Qualifications, Agenda Item 8

Dear Commissioners:

Executive Summary

As the Marin County Congestion Management Agency, TAM is responsible for programming the funding for all transportation programs in Marin County, including federal aid programs, and monitoring project delivery. As well, TAM administers the Measure A local transportation sales tax. To assist the local cities and the county who deliver transportation projects, TAM will be setting up an on-call project delivery support contract with a list of multiple consultants that TAM and the local agencies can assign work to. The local cities and the county support TAM in bringing onboard on-call consultants for them to utilize if they so choose, in the delivery of their TAM funded projects, as well as federal aid and STIP projects. Both time and cost savings will be realized through this effort.

Recommendation: Staff recommends that the Executive Committee forward a recommendation to the full TAM Board for the issuance of a request for qualifications (RFQ) to provide transportation management and engineering/professional services to the local agencies of Marin agencies on an on-call basis for a two-year period.

TAM has been designated as the Measure A Sales Tax Authority and the Marin Congestion Management Agency (CMA) to address Marin's unique transportation issues and to fulfill the legislative requirements of Propositions 111 and 116, approved in June 1990. TAM is responsible for programming funding for all transportation programs in Marin County, including federal aid programs, and monitoring project delivery. The local cities and the county welcome TAM's assistance in creating an on-call consultant list that they may use to help them with the delivery of their TAM funded projects. In addition, the local agencies may use the on-call consultant to perform transportation-related support work on other federal, state and locally funded projects.

The request for qualifications will focus on identifying the consultants who have extensive experience with transportation project management and engineering/ professional services on federal, state and locally funded projects.

A list of qualified consultants will be created to assign task orders to as work needs become known. The selected consultant will contract directly with TAM. TAM, as the Contract Manager,

may utilize the contract for its own delivery needs or to award work on behalf of the local agency. The local agency or TAM may be listed as the Task Order Manager. In the event a local agency requests to utilize the consultant's services, TAM will still serve as the lead agency and contract administrator, but all task and invoice approvals will need to be obtained from both TAM and the other relevant agency.

TAM, as Contract Manager, shall assign specific projects to the selected consultant(s) through the issuance of Task Orders, which could include project management and engineering services. Task orders will be based on the scope of work developed by TAM for TAM projects or the local agency on local agency projects.

Recommendation:

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Attachment:

1. Scope of Services

Attachment 1

Scope of Services

A broad range of transportation projects is anticipated, including street and highway projects, bicycle and pedestrian projects, traffic studies, civil engineering studies, and various other municipal transportation-related projects. The scope of each project will include obtaining approvals and completing all paperwork necessary to comply with all local, state, and federal requirements. The federal projects will require compliance with the Local Assistance Procedures Manual (LAPM). Consultants may be asked in the scope of work to complete federal submittals such as: Request for Authorizations, Plans, Specifications and Estimate Certification, Award Package and Project Completion paperwork. Below is a general overview of services that may be requested.

Project Management Services may include:

- Managing the project through all phases:
 - Preliminary engineering
 - Environmental determination and approval for both CEQA and NEPA
 - Right-of-way support (for federal projects right of way project management consultants must meet the requirements in Exhibit 13-C of the Local Assistance Procedures Manual)
 - Final plans, specifications and estimate
 - Project construction
- Engineering / Professional Services may include:
 - Surveying and mapping
 - Street and highway design / reconstruction
 - Vertical and horizontal road alignments
 - Traffic control plans
 - Intersection layout
 - Signal timing and coordination plans
 - Bicycle and pedestrian facilities design
 - Parking layout and design
 - Utility relocation design
 - Project controls /project management
 - Environmental Documentation
 - Right of way appraisal and acquisition services

The consultant will be responsible for securing all required permits, such as encroachment permits, in the responsible agency's right-of-way.